

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-25**

OPEN TO: All Interested Candidates
TITLE: AID Project Management Specialist - Education
GRADE: FSN-11 (Rs. 2,518,042 P.A. to Rs. 4,687,961 P.A.)
LOCATION: ISLAMABAD

OPENING DATE: February 17, 2012
CLOSING DATE: March 1, 2012
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The Project Management Specialist (Education) will assist in the management of over US\$150M for USAID education programs in Pakistan, including both basic and higher education activities. The program is geographically concentrated in priority, vulnerable districts in FATA and Khyber Pakhtunkhwa, Punjab, interior Sindh, and parts of Baluchistan. The Specialist is responsible for liaising with Government of Pakistan officials, other USAID project managers and implementers, other donors, and local and international organizations to address challenges in the Pakistani education sector. The Specialist will ensure that USAID is carrying out its strategic direction, and appropriately managing projects, as well as fulfilling needed reporting requirements. The Specialist will provide full management oversight, as the agreement officer's or contracting officer's representative (A/COR) to implementing partners.

The Specialist participates in and supports the management and coordination of activities within the USAID education program; represents USAID in working-level meetings, and, at that level, speaks and/or makes presentations on behalf of the USAID; advises superiors on the implications of political and social developments on the education program; establishes and maintains senior-level contacts on behalf of USAID with the Government of Pakistan, private sector, other donor, non-governmental organizations, universities, and research institutions; assists mission management, the Education Office, and visiting officials in public meetings, events, field trips, and discussions with Pakistani officials and implementing partners; drafts technical documentation and analyses needed to develop strategy, obligate funds, award grants and contracts, and other funding mechanisms; occasionally represents the mission in discussions and negotiations with implementing partners and other donors; monitors ongoing programs; prepares performance reports, briefing papers, concept papers, and other periodic documentation for USAID/Washington and other USG stakeholders; and tracks overall education budget progress and funding priorities.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a masters' degree in education, social sciences, public administration is required.

EXPERIENCE: At least 5 years of progressively responsible professional experience in education and/or program management is required. Such experience should include managing contracts or grants, designing and evaluating programs, and analyzing education policies. Experience working within the Pakistani education system is required. Experience tracking and maintaining program budgets is required. Experience with Government of Pakistan education officials at the provincial and local level, other donors and /or international organizations is also required.

LANGUAGE: Fluency (Level IV) English and Urdu speaking and writing are required.

KNOWLEDGE: Must have In-depth, professional knowledge of a broad range of education and development issues. This includes knowledge of the education sector and challenges to education in Pakistan, and development principles related to basic education and higher education. Knowledge of the structure and governance issues of the education sector in Pakistan is highly desirable. Knowledge of annual and multi-year budget planning for technical programs is required. Knowledge of programming in the education sector is highly required, as is prior knowledge of strategies, programs, and working methodologies of donor agencies (bilateral and multilateral) in the education sector in Pakistan. Must have knowledge of the structure and workings of the government, including key agencies represented in Pakistan.

ABILITIES & SKILLS: Developed technical ability in the education sector is required. The ability to advise supervisors and senior staff in the organization on Pakistani developments and issues across a wide range of education-related topics (such as basic education, higher education, literacy, and girls' education) and their implications for programs is required. Experience in program design, budgeting, implementation, monitoring, and evaluation is required, as is the ability to conceptualize and articulate education strategies, design education programs, and organize,

analyze, and interpret education sector data. The ability to communicate policy, strategy, and program issues orally and in writing, to a wide range of audiences, and the ability to write in a clear, concise, and well-organized manner is required. Good interpersonal, coordination, and bureaucratic skills are required. The ability to coordinate successfully with all parts of the organization and with Pakistani counterparts to advance education program interests is required. The ability to handle sensitive issues diplomatically, represent the government authoritatively, and to use good judgment in speaking on behalf of the organization in meetings with others in government, NGOs, and other donors and in conferences, seminars, workshops, etc. is required. Good organization management skills are highly desirable.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-25) must be mentioned in the subject line.

Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 1, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.